

CITY CONTROLLER

NATURE OF WORK

This is highly responsible administrative and professional work supervising and participating in the work of the Accounting Division.

Work involves the responsibility for maintaining the accounting records of all City funds. This position exercises considerable latitude in the conduct of the work within the guidelines of statutory and departmental regulations. Work is performed independently under the general supervision of the Finance Director. Supervision is exercised over subordinate professional and clerical employees.

EXAMPLES OF WORK PERFORMED

Supervises maintenance of general ledger and subsidiary accounting records.

Supervises the accounts payable process including auditing payment vouchers for all City departments and issuing payments to vendors.

Supervises the City's payroll process, internal audit function and keno monitoring process.

Supervises the preparation of the City's Comprehensive Annual Financial Report.

Plans, coordinates and supervises the activities of a staff of professional and clerical subordinates.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the modern theory, principles, methods and practices of governmental accounting and auditing.

Considerable knowledge of the laws, ordinances and other fiscal regulations governing municipal financial matters and accounting of funds.

Considerable knowledge of the principles of public administration with particular reference to municipal finance administration.

Knowledge of the functions of various municipal departments.

Ability to understand, interpret and explain legal requirements, rules, regulations and procedures as they pertain to fiscal records

Ability to analyze and evaluate accounting and auditing problems and to develop and recommend effective corrective measures.

Ability to coordinate and supervise the work of professional, technical and clerical subordinates.

Ability to establish and maintain effective working relationships with municipal officials, co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in accounting, business or public administration or related field and considerable progressively responsible experience in governmental or business accounting or auditing, plus experience in a supervisory capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in accounting, business or public administration or related field and progressively responsible experience in governmental or business accounting or auditing, plus some experience in a supervisory capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

7/74
Revised 3/96
Title Change 4/2000

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